



**TOWN OF UXBRIDGE
BOARD OF SELECTMEN
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**Jill R. Myers
Town Manager**

TO: Honorable Board of Selectmen
FROM: Jill R. Myers, Town Manager
DATE: July 20, 2007
SUBJECT: Town Manager's Report for the BOS Meeting of July 23, 2007

BLANCHARD BUILDING

The Blanchard Reuse Committee has returned their keys to the building as well as instructional videos for equipment purchased during the exterior rehabilitation of the building. We have been informed that materials and equipment remain in the building and will need to be inventoried and organized in the near future. Staff is continuing to work on soliciting quotes to finish the exterior painting of the building.

43 D EXPEDITED PERMITTING MEETINGS: 8/9 AND 8/20

Informative introduction meetings were held on 7/13 with representatives from the Planning Board, Chairmen of ZBA and Conservation, as well as staff. Two additional meetings are scheduled this month with land-use Counsel Mark Bobrowski (grant funded) relating to expedited permitting. It was clarified that the Interagency Review is a coordinated project review team at the staff level prior to the formal submittal. For this particular designated project site (Douglas Street), the Planning Board is the Special Permit Granting Authority. Attorney Bobrowski will conduct a review of the Zoning Bylaws to incorporate the 43D process for consideration at the Fall Annual Town Meeting, as well as a general update the Zoning Bylaw. Meetings have tentatively been scheduled with the ZBA (8/9) and the Planning Board (8/20) to discuss suggested amendments, and then a more formal process will commence.

MIIA – PROPERTY/CASUALTY/LIABILITY/WORKERS COMP/PUBLIC SAFETY ACCIDENT

MIIA, the Town's new insurance carrier, gave a presentation and overview of services to all Department Heads on July 19th. The services offered are substantial, including many training sessions to employees, elected and appointed officials, as well as volunteers. Packets of information are available for review in my office. We are very excited to have MIIA aboard and believe that they will allow us to maximize the insurance coverage for the Town while reducing our premiums by offering incentive based programs such as the MIIA Rewards Program.

PERSONNEL/RECRUITMENTS

PLANNING AND ECONOMIC DEVELOPMENT

Cheryl Brodeur, the current full-time Administrative Assistant in Planning/Zoning, has given her resignation and will be leaving service with the Town on July 31st. This position has been posted and will be advertised in the Worcester T&G as well as on the Town's website and cable channel.

Planning Board Chair John Morawski and I conducted two joint interviews with candidates for the Director of Planning and Economic Development position. We were both very impressed with the two candidates we

interviewed and the strengths and vision they could bring to the Town. As a result, I am pleased to announce that I have appointed Megan DiPrete as the new Director of Planning and Economic Development.

Megan has extensive experience in local government and all aspects of community planning and development. Following several years working as a Town Planner in Rhode Island communities, she went to work as the Town Planner in Grafton. After 7 years there, she served as the Director of Planning and Economic Development in Millbury for 3 years. For the past 4 years, she has worked at the R. H. White Companies in Auburn, MA, as the manager of their Real Estate Division.

As a local planner, she has worked to coordinate permitting, local concerns and build-out responsibilities for important local and regional economic development projects, including CenTech Park in Grafton, and the Shoppes at Blackstone Valley in Millbury. She has worked directly with numerous municipal grant programs as well as public-private partnerships, levying public contributions to secure significant investment in community-driven projects ranging from transportation improvements to affordable housing.

Megan has been actively involved with the Blackstone Valley Chamber of Commerce, recently serving on their Board of Directors. She holds several degrees and certifications, including a Master of Public Administration degree, certification by the American Institute of Certified Planners, and a Massachusetts construction supervisor license. Megan is certified by the International Code Commission as a Residential Building Inspector. Megan's first day with the Town will be July 30th.

COUNCIL ON AGING

The Senior Center welcomed Susan White as their new part-time Administrative Assistant replacing Ellen Mayo. Susan will be working in the morning from 8-12. The Treasurer's Office also welcomed Kelly Poulin who will be the new full-time Payroll Coordinator replacing Joanne Czupryna who will move to the DPW Administration offices.

COMMITTEE/BOARD APPOINTMENTS

Ernie Esposito has resigned his position with the Zoning Board of Appeals effective July 31, 2007. We have received a Talent Bank Form from an individual who is interested in filling this vacancy. I am in the process of scheduling a time to meet with him and will hopefully make this appointment within the next week.

DEPARTMENT HEAD PERFORMANCE REVIEWS

I have begun the process of conducting performance reviews with all Department Heads and Supervisors. Reviews will be performed on an annual basis from this point forward. This is the first time that most, if not all, of our Department Heads will be participating in this process. I anticipate completing this process by August 10th.

ADMINISTRATIVE CODE

In trying to verify the exact intent of the section of the Charter which references the Town Manager's Administrative Code (which has yet to be created), I have reached out to former members of the Charter Commission to ask for clarification on the exact definition of this language, as no such document exists. We also contacted the Town of Millbury for their Charter and Administrative Code as we were informed that was one of the base documents used to create the Uxbridge Charter. My office has prepared, and maintains, organizational charts for the BOS appointed positions, the TM appointed staff and the TM appointed boards/committees. Further, we have a spreadsheet for FY08 which documents, by job title, the salary per individual not covered under a collective bargaining agreement. These items are available to the public upon request, and attached to the bylaws on file if appropriate.

I am in the process of compiling materials and input to draft a Personnel policy for the Town of Uxbridge. This tool is typically more detailed than a Personnel Bylaw, which the Town does not have either. As part of this process, I am reviewing sample policies from other Towns as well as a master Personnel Policy written by Mark Morse and other members of the MMA.

WEBSITE UPDATES

The Website Committee recently informed me that at their next meeting, they will be taking a close look at the organization and presentation of content of our site and the headings, etc. Some suggestions have been made as to ways to further enhance the site and provide additional space for information to be posted. We have received a request to post all Town collective bargaining contracts to the site, and this request will further be explored once the Website Committee comes up with a recommended plan for modifications. At the same time, I have also asked the Union presidents to provide input on posting the contracts on the website as that is not a MGL requirement and such contracts are available for public review upon request. Copies of union contracts are on file in my office as well as the Office of the Town Accountant and are readily available for viewing and/or photocopying, which is in compliance with the MA Public Records Law.

SUTTON STREET RFP

Though Steve from Wright's Dairy Farm had expressed an interest in leasing this parcel of land next year, we did not receive any bids as part of our solicitation process.

CROWNE & EAGLE SIDEWALK MEETING

On 7/19, staff met with representatives from Crown and Eagle, Housing Authority, and the Crown and Eagle's Development consultant. We discussed the quitclaim deed and possible options to address the sidewalk. We plan outreach to the appropriate parties for a meeting to be held during the last two weeks of August. I also had an informal discussion with the Development Consultant about affordable or senior housing as an end-use for the Blanchard Building. The consultant has worked to rehab other former School buildings with a similar deed restriction – in Holliston.